

REGION 4 EPA FOIA REQUEST PROCESSING WORKSHEET EPA-R4-

Government Information Specialist

FOIA Officer

FOIA Chief

ORC FOIA Paralegal

Attorney

DRC/RC

Processing Comments

Type of Request ☐ Simple ☐ Complex

Final Disposition

- ☐ Full Grant ☐ Partial Grant/Partial Denial ☐ Full Denial ☐ No Record ☐ Withdrawal
☐ Records Not Reasonably Described ☐ Duplicate Request ☐ Fee Related Reason
☐ Not an Agency Record ☐ All Records Referred to Another Agency ☐ Improper Request for another Reason

Select All Media Searched

- ☐ ARD ☐ WD ☐ LCRD ☐ SEMD ☐ ECAD ☐ LSASD ☐ ORC
☐ MSD ☐ RA ☐ Relativity ☐ Databases (SEMS, FRS, ECHO, WebEOC)

Media Contact(s):

Total Number of Documents

	Full Grant		Partial Grant		Full Denial
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Total Number of Pages

	Full Grant		Partial Grant		Full Denial
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ORC Consultation:

If applicable, name of attorney assigned to the request: _____

Reminder: Please remember to do the following prior to submitting the packet for closure.

- ☐ Added fees in FOIA Online ☐ Invoice sent to Finance ☐ Uploaded Records to FOIA Online